

Bid Number: 40003-10149

Date: April 13, 2010

BOSSIER PARISH COMMUNITY COLLEGE  
PURCHASING DEPARTMENT  
BUILDING J  
6220 East Texas Street  
Bossier City, LA 71111  
(318) 678-6298

INVITATION FOR BID: Sealed bid, subject to the conditions herein stated and attached hereto, will be received at this office until May 18, 2010 @ 2:00 P.M.CST and then publicly opened for furnishing the items and/or services as described below for Bossier Parish Community College.

DESCRIPTION  
PROVIDE PRINTING OF FALL 2010 PUBLICATIONS  
AS PER ATTACHED SPECIFICATIONS

**PLEASE FILL IN ALL BLANK SPACES**

Terms will be \_\_\_\_\_ and shipment will be received within \_\_\_\_\_ days after receipt of order

In compliance with and subject to the conditions thereof, the undersigned offers and agrees if this bid be accepted within 60 days from date of opening to furnish any or all of the items (or sections) at the price set opposite each item (or section).

Vendor Name	Signature of Authority (Re:L.R.S. 39:1594)
Address	Title
City, State, Zip	Tax Identification Number
Telephone Number	Fax Number
	Date

ACCEPTANCE/AWARD

\_\_\_\_\_  
Date of Award and Execution

Recommendation: \_\_\_\_\_

Approved: \_\_\_\_\_

Gayle Doucet  
Director of Purchasing

## INSTRUCTIONS TO BIDDERS

### 1. Bid Forms

All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted.

1. Bid containing no signature indicating intent to be bound;
2. Bid filled out in pencil; and
3. Bid not submitted on the state's standard forms.

Bids must be received at the address specified in the Invitation for Bids prior to bid opening time in order to be considered. Any bid received after bid opening time will be retained in bid file unopened. Telegraphic and fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time.

### 2. Special Envelope

Ensure consideration, all bids should be submitted in the special bid envelope if furnished for that purpose. In the event bid contains bulky subject material, the special bid envelope should be firmly affixed to the mailing envelope.

### 3. Prices

The bidder must state the prices (written in ink, in figures) for which he proposes to furnish each item and shall show the total extended amount for each based on the quantities shown. In case, however, of conflict between the unit price and the extended amount, the unit price shall govern. Unit prices should be inclusive of any freight charges.

### 4. F.O.B.

Bid should be FOB Destination/Agency, title passing upon acceptance of merchandise. Failure to comply with this requirement may disqualify your bid.

### 5. Standard of Quality

Any product or service bid shall conform to all applicable Federal and State laws and regulations and the specifications contained in the IFB. Unless otherwise specified in the IFB, any manufacturer's name, trade name, brand name, or catalog number used in specifications is for the purpose of describing the quality level and characteristic required. Bidder must specify the brand and model number of the product offered in this bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the IFB.

### 6. Descriptive Information

Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, technical data) sufficient for BPCC Purchasing to evaluate quality, suitability, and compliance with the specifications in the IFB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

### Manufacturer's Numbers and Trade Names

Where manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard, type, quality, style, etc. BPCC shall be the sole judge as to whether or not the equipment/supply offered is equal to that specified.

7. Bid Opening

Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by appointment only to the Purchasing Dept. at BPCC. Written bid tabulations will not be furnished. Copies will not be furnished.

8. Award

Award will be made to the lowest responsible bidder, taking into consideration the quality of the products to be supplied, their conformity with specifications, the purposes for which they are required, and the time for delivery. Bossier Parish Community College reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and to waive any informalities.

9. Purchase Order

If any bid or bids are accepted, an initial purchase order or orders for the entire number of units or part thereof, will be issued not later than thirty (30) days after receipt of bids by the Owner to the lowest bidder offering products which, in the opinion of the College, meet the requirements of these specifications. BPCC reserves the right to cancel any order resulting from this solicitation with 30 days written notice.

10. Conditions of Purchase Orders

We will not in any manner be responsible for goods delivered or work done for our account without a written order. No allowance for boxing or crating. If you cannot fill order as directed, return for advice. Quantities in excess of the order may be returned or held subject to shipper's order, expense and risk. By accepting the order you hereby warrant that the merchandise to be furnished hereunder will be in full conformity with the specifications, drawing or sample and agree that this warrant shall survive acceptance of the merchandise and that you will bear the cost of inspecting merchandise rejected.

11. Inspection and Acceptance

Upon delivery of each item to the Agency, inspection of the item will be made by Bossier Parish Community College, or their representative, at the point of delivery, or in special cases, at point of origin. Acceptance of the item will be made after inspection determines that all requirements of the specifications and the proposal have been met.

12. Reject

All rejected goods will be at seller's risk and expense, subject to seller's prompt advice as to disposition. Unless otherwise arranged all rejected goods will be returned and charged back including all transportation and handling costs. All packages must reflect the BPCC purchase order number or it will be refused and returned at vendor's expense.

13. Payment Terms

Cash discounts for less than 30 days or less than 1% or greater than 5% will be accepted, but will not be considered in determining awards. On indefinite quantity terms contracts, cash discounts will be accepted and taken but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later. Invoices shall be submitted to: Bossier Parish Community College, Accounts Payable, 2719 Airline Drive North, Bossier City, LA 71111, attn: Arlene Hanson. We must pay from ORIGINAL, ITEMIZED invoices as required by the State Legislative Auditor.

14. U.S. Taxpayer Identification Number

Enter your taxpayer identification number in the appropriate space on the Specifications and Bid Form Page. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. PAYMENT CANNOT BE PROCESSED WITHOUT YOUR TAX I.D. NUMBER.

15. Taxes

The State is exempt from sales/use tax. Vendor is responsible for including all applicable taxes in the bid price.

16. New Products

Unless specifically called for in the IFB, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the IFB. The manufacturer's standard warranty will apply unless otherwise specified in the IFB.

17. Contract Renewals

Upon Agreement of Bossier Parish Community College Purchasing and the contractor, an open-ended requirements contract may be extended for 2 additional 12-month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed 36 months.

18. Contract Cancellation

Bossier Parish Community College reserves the right to cancel a contract with thirty (30) days written notice.

19. Default of Contractor

Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the Bossier Parish Community College Purchasing has determined the contractor to be in default, BPCC Purchasing reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

20. Davis Bacon Act

The Davis-Bacon Act, United States Code, Title 40, Chapter 3, Section 276(a) requires all laborers and mechanics employed by contractors and subcontractors who work on construction projects financed by federal assistance to be paid wages not less than those established by the Secretary of Labor for the locality of the project when required by federal grant program legislation.

21. Order of Priority

In the event there is a conflict between the Instructions to Bidders or General Conditions and the Special Conditions, the Special Conditions shall govern.

22. Applicable Law

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

23. EEOC COMPLIANCE

By submitting and signing this bid, bidder certifies that he agrees to adhere to the mandates indicated by Title VI and VII of the Civil Rights Act of 1964, as amended; The Vietnam Era Veteran's Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246, as amended; and The Americans with Disabilities Act of 1990. Bidder agrees to keep informed of any compliance with all federal, state and local laws ordinances and regulations which affect his employees or prospective employees.

24. Standard Preference

A. In accordance with Louisiana Revised Statutes 39:1595, a preference not to exceed 10% may be allowed for paper and paper products manufactured or converted in Louisiana of equal quality. For paper supplied in wrapped reams, each carton and each individual ream shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper is manufactured or converted. For paper and paper products supplied in bulk or in other forms, the smallest unit of packaging shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper or paper product is manufactured or converted.

Do you claim this preference? Yes \_\_\_\_\_

Specify Item Number(s): \_\_\_\_\_

Name and location within Louisiana where such paper or product is manufactured or converted \_\_\_\_\_

B. A preference may be allowed for products manufactured, produced, grown, or assembled in Louisiana of equal quality.

Do you claim this preference? Yes \_\_\_\_\_ Specify Item Number(s) \_\_\_\_\_

Specify location within Louisiana where this product is manufactured, produced, grown or assembled \_\_\_\_\_.

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? Yes \_\_\_\_\_ No \_\_\_\_\_

(Note: If more space is required, include on separate sheet. Failure to specify above information may cause elimination from preferences).

25. Scope of Contract

Furthermore submittal of any terms and conditions contrary to those of the State of Louisiana may cause your bid to be rejected. By signing this form, terms and conditions which may be included in your bid are nullified, and the contractor agrees that this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

\_\_\_\_\_  
(Members of firm or person authorized to sign bids for corporation)

**BIDDERS MUST SIGN IN INK**

**IMPORTANT**

**Signature Authority: In Accordance with L.R.S. 39:1594 (Act 121), the person signing the bid must be:**

1. **A current corporate officer, partnership member of other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or**
2. **An individual authorized to bind the vendor as reelected by an accompanying corporate resolution, certificate or affidavit; or**
3. **An individual listed on the State of Louisiana Bidder's Application as authorized to execute bids. By signing the bid, the bidder certified compliance with the above.**

**WE ARE AN EQUAL OPPORTUNITY COLLEGE**

## **BID FORM**

**Bossier Parish Community College**  
**Provide Printing of Fall 2010 Publications**  
**Bid Number: 40003-10149**  
**Bid Date: May 18, 2010 @ 2:00 P.M., CST**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Extended Price</u></b>
1.	Printing of Student Services Brochure (Traditional) See attached specifications	11,000 each	_____	_____
2.	Printing of Viewbook (Traditional) See attached specifications	11,000 each	_____	_____
<b>Item 1 &amp; 2 will be combined as one unit and will be awarded as one unit.</b>				
3.	Student Services Brochure (Non-Traditional) See attached specifications	3,000 each	_____	_____
4.	Viewbook (Non-Traditional) See attached specifications	3,000 each	_____	_____
<b>Item 3 &amp; 4 will be combined as one unit and will be awarded as one unit.</b>				
5.	Financial Aid Brochure See attached specifications	14,000 each	_____	_____
6.	Recruiting Postcard Mailer #1 See attached specifications	10,000 each	_____	_____
7.	Recruiting Postcard Mailer #2 See attached specifications	10,000 each	_____	_____
8.	Recruiting Postcard Mailer #3 See attached specifications	10,000 each	_____	_____

**Item 6, 7, & 8 will be awarded as one group**

9. Academic Division Trifold Brochures  
See attached specifications 26,000 each \_\_\_\_\_
10. Pocket Folder  
See attached specifications 10,000 each \_\_\_\_\_

## **These two publications must be designed as a set.**

### **1) Student Services Brochure (Traditional)**

Size: 17 15/16 x 9 folding to 6 x 9

Paper: 100# Centura Matte Cover (#1 Paper)

4 color process plus drytrap spot gloss/spot dull varnish 2 sides

Bleeds

Disk Furnished Text for Layout

a. Multiple Onsite Meetings with printer, designer, program director, and Public Relations director required on BPCC campus.

b. Must be available for multiple meetings with director upon request on campus

c. Must be available for multiple photo shoots in classrooms on BPCC campus.

Photography must be included in price.

High end color proof and blueline required

Fold, Score

Quantity: 11,000

Delivery Required: August 20, 2010

### **2) Viewbook (Traditional)**

Size: 17 x 9 folds to 6.75 x 9

Paper: 100# Centura Matte Cover (#1 Paper)

4 color process plus drytrap spot gloss/spot dull varnish 2 sides

Bleeds

Disk Furnished Text for Layout

a. Multiple Onsite Meetings with printer, designer, program director, and Public Relations director required on BPCC campus.

b. Must be available for multiple meetings with director upon request on campus

c. Must be available for multiple photo shoots in classrooms on BPCC campus.

Photography must be included in price.

High end color proof and blueline required

Fold, Score, Perforate Mailing Panel (Panel 3 has a short fold 3.5" wide)

Quantity: 11,000

Delivery Required: August 20, 2010



## **These two publications must be designed as a set.**

### **3) Student Services Brochure (Non-Traditional)**

Size: 17 15/16 x 9 folding to 6 x 9

Paper: 100# Centura Matte Cover (#1 Paper)

4 color process plus drytrap spot gloss/spot dull varnish 2 sides

Bleeds

Disk Furnished Text for Layout

a. Multiple Onsite Meetings with printer, designer, program director, and Public Relations director required on BPCC campus.

b. Must be available for multiple meetings with director upon request on campus

c. Must be available for multiple photo shoots in classrooms on BPCC campus.

Photography must be included in price.

High end color proof and blueline required

Fold, Score

Quantity: 3,000

Delivery Required: August 20, 2010

### **4) Viewbook (Non-Traditional)**

Size: 17 x 9 folds to 6.75 x 9

Paper: 100# Centura Matte Cover (#1 Paper)

4 color process plus drytrap spot gloss/spot dull varnish 2 sides

Bleeds

Disk Furnished Text for Layout

a. Multiple Onsite Meetings with printer, designer, program director, and Public Relations director required on BPCC campus.

b. Must be available for multiple meetings with director upon request on campus

c. Must be available for multiple photo shoots in classrooms on BPCC campus.

Photography must be included in price.

High end color proof and blueline required

Fold, Score, Perforate Mailing Panel (Panel 3 has a short fold 3.5" wide

Quantity: 3,000

Delivery Required: August 20, 2010

### **5) Financial Aid Brochure**

Size: 22 x 9 folds to 6 x 9

Paper: 80# Cougar Natural Cover

4 Color Process plus overall varnish 1 side, 4 color process plus spot varnish mailing side  
Bleeds

Disk Furnished Text for Layout

a. Multiple Onsite Meetings with printer, designer, program director, and Public Relations director required on BPCC campus.

b. Must be available for multiple meetings with director upon request on campus

c. Must be available for multiple photo shoots in classrooms on BPCC campus.

Photography must be included in price.

High end color proof and blueline required

Fold, Score, Perforate Mailing Card

Quantity: 14,000

Delivery Required: August 27, 2010

**These three mailers must be designed as a set.**

### **6) Recruiting Postcard Mailer #1**

Size: 6 x 4.25

Paper: 100# Centura Matte Cover (#1 Sheet)

4 color process plus spot gloss/dull varnish 2 sides

Bleeds

Disk Furnished Text for Layout

a. Multiple Onsite Meetings with printer, designer, program director, and Public Relations director required on BPCC campus.

b. Must be available for multiple meetings with director upon request on campus

c. Must be available for multiple photo shoots in classrooms on BPCC campus.

Photography must be included in price.

High end color proof and blueline required

Quantity: 10,000

Delivery Required: August 2, 2010

**7)Recruiting Postcard Mailer #2**

Size: 6 x 4.25

Paper: 100# Centura Matte Cover (#1 Sheet)

4 color process plus spot gloss/dull varnish 2 sides

Bleeds

Disk Furnished Text for Layout

a. Multiple Onsite Meetings with printer, designer, program director, and Public Relations director required on BPCC campus.

b. Must be available for meetings upon request on campus

c. Must be available for multiple photo shoots in classrooms on BPCC campus.

Photography must be included in price.

High end color proof and blueline required

Quantity: 10,000 each

Delivery Required: August 2, 2010

**8)Recruiting Postcard Mailer #3**

Size: 6 x 4.25

Paper: 100# Centura Matte Cover (#1 Sheet)

4 color process plus spot gloss/dull varnish 2 sides

Bleeds

Disk Furnished Text for Layout

a. Multiple Onsite Meetings with printer, designer, program director, and Public Relations director required on BPCC campus.

b. Must be available for multiple meetings with director upon request on campus

c. Must be available for multiple photo shoots in classrooms on BPCC campus.

Photography must be included in price.

High end color proof and blueline required

Quantity: 10,000

Delivery Required: August 2, 2010

**9) Academic Division Trifold Brochures (All 10)**

Size: 14 x 8.5 folds to 4.67 x 8.5 Paper: 100# Centura Matte Cover (#1 Paper)

4 color process plus drytrap spot gloss/spot dull varnish 2 sides

Bleeds

Disk Furnished Text for Layout

a. Multiple Onsite Meetings with printer, designer, program director, and Public Relations director required on BPCC campus.

b. Must be available for multiple meetings with director upon request on campus

c. Must be available for multiple photo shoots in classrooms on BPCC campus.

Photography must be included in price.

High end color proof and blueline required

Fold, Score

Quantity:	6,000	Science and Allied Health
	2,000	Telecommunications
	1,000	Innovative Learning
	1,000	Electronic Learning
	4,000	Behavioral and Social Sciences
	2,000	Math and Technical Education
	2,000	Cyber Information Technology
	2,000	Liberal Arts
	2,000	Performing Arts
	4,000	Business and Computer Science

Total Quantity: 26,000 each

Delivery Required: August 27, 2010

**10) Pocket Folder**

Size: 19.5 x 16 folds to 9 x12

120# Centura Matte cover (#1 Paper)

4 color process plus drytrap spot gloss and spot dull varnish 1 side, and 4 color process plus overall drytrap dull varnish inside.

Diecut and glue 2 (4") pockets with business card slits on right pocket.

Register to ink Emboss 4" x 4" approximate area with MULTI LEVEL BRASS DIE  
Fold and Score

Disk Furnished Text for Layout

a. Multiple Onsite Meetings with printer, designer, program director, and Public Relations director required on BPCC campus.

b. Must be available for multiple meetings with director upon request on campus

c. Must be available for multiple photo shoots in classrooms on BPCC campus.

Photography must be included in price.

High end color proof and blueline required

Quantity: 10,000

Delivery Required: July 26, 2010

It is understood that the College will not be responsible for any cost not shown above unless contractor receives approval from the Director of Purchasing in advance in writing. Possible additional cost items should be attached with the bid. The Public Relations department is not authorized to agree to any additional cost items not specified.

**Quality of Workmanship and Stock:** Representative of BPCC shall have access to the Contractor's plant at any time during working hours to inspect work in process. However, such inspection shall not relieve the Contractor from any responsibility under this agreement for material or workmanship found defective after delivery.

All articles furnished and work done must be of first class quality. The use of poor type, poor presswork or the use of a different color of ink than that ordered, inferior binding, inferior quality or mismatched paper stock, inferior design work, a lesser grade of paper than that ordered, or any other discrepancies will be sufficient cause for the rejection of the work and for refusal of payment thereof.

The Contractor must at all times be able to furnish within a reasonable period of time those supplies named in the specifications unless a substitute is approved by BPCC. If any different kind is substituted, the quality shall be equal and the prices shall not exceed that named for similar articles in the specifications.

Substitutions made without the approval of BPCC's Director of Purchasing will be grounds for non-payment for that particular job.

In printing, the proof shall be read by original copy and corrected in the establishment of the Contractor. All typeset material is to be free from printer's errors. A clean proof is to be furnished to BPCC's Public Relations Department. **Proofs will be submitted upon request.** BPCC reserves the right to refuse and request for a reprint of any publication that do not match the quality of the proof at the Contractor's expense.

By accepting this contract for printing, the Contractor agrees to complete the work and deliver the goods as specified promptly, satisfactorily, and without unnecessary delay. The Contractor will give said work the necessary priority over other work to assure timely delivery.

Bidders may be required to submit samples of work similar to this category of printing to demonstrate their ability to perform the contract at the quality standard desired. If requested, the samples must be furnished within three (3) working days. Failure to submit samples in the required time may be cause, at the discretion of the Director of Purchasing, to disqualify from award.

The quantities are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by Bossier Parish Community College to increase or decrease the amount, at the unit price stated in the bid through June 30, 2011.

Any Orders Resulting From This Solicitation Will Be Paid With New Fiscal Year Funds, If Appropriated By The Legislature. Delivery cannot be made prior to July, and your bid prices must be firm for acceptance and delivery accordingly.

F.O.B. Destination. The unit price of each item must be inclusive of freight charges order to be considered for award.

The bid price for each item is to be quoted on a “net” basis and F.O.B. BPCC Destination, i.e. title passing upon receipt and inclusive of all delivery charges.

Bids other than F.O.B. BPCC Destination may be rejected.

Bids indicating estimated freight charges may be rejected.

Bidders who do not quote “net” item prices and who separately quote an overall “lump sum” freight cost or discount for all items shall be considered as submitting an “all-or-none” bid for evaluation and award purposes; and risk rejection if award is made on an item basis.

Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with a shorter acceptance period may be rejected.

Prices are to be quoted in the unit/package specified (e.g. each, 12/box, etc), or may be rejected.

In the event of extension errors, the unit price bid shall prevail. Unit prices must be shown, or bid will be rejected.

**BOSSIER PARISH COMMUNITY COLLEGE**

**BID RESPONSE FORM**

BIDDER'S NAME: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
MAILING CITY STATE ZIP

SCOPE: FURNISH PRINTING OF 2010 FALL PUBLICATIONS AS PER BID #40003-10149

I/we do hereby acknowledge receipt of the following addenda (if any):

No. \_\_\_\_\_ Dated \_\_\_\_\_ No. \_\_\_\_\_ Dated \_\_\_\_\_

Bidder shall include the cost of transportation and handling in the unit price of item offered – F.O.B.  
Bossier Parish Community College, Bossier City, LA 71111.

If bidding other than the specified make and model, then the bidder should attach illustrations and descriptive literature of the item(s) offered to the bid response form for evaluation purposes.

Whenever brand name specifications or catalogue numbers are used to describe the standard of quality, performance and other characteristics, the use of such specifications shall not restrict unless otherwise specified, the submission of equivalent products.

Signature to the Bid Response Form shall be construed of acceptance of the Invitation to Bid in its entirety.

AUTHORIZED OFFICER: \_\_\_\_\_

(Signature)

(Print or Type Name)

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_